

**REPORT OF THE AUDIT OF THE  
BOONE COUNTY  
SHERIFF'S SETTLEMENT - 2003 TAXES**

**March 31, 2004**



**CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS  
[www.auditor.ky.gov](http://www.auditor.ky.gov)**

**105 SEA HERO ROAD, SUITE 2  
FRANKFORT, KY 40601-5404  
TELEPHONE (502) 573-0050  
FACSIMILE (502) 573-0067**





C R I T L U A L L E N  
A U D I T O R O F P U B L I C A C C O U N T S

To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable Gary W. Moore, Boone County Judge/Executive  
Honorable Michael A. Helmig, Boone County Sheriff  
Members of the Boone County Fiscal Court

The enclosed report prepared by Berger & Company, CPA, PSC, Certified Public Accountants, presents the Boone County Sheriff's Settlement - 2003 Taxes as of March 31, 2004.

We engaged Berger & Company, CPA, PSC to perform the financial audit of this statement. We worked closely with the firm during our report review process; Berger & Company, CPA, PSC evaluated the Boone County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

A handwritten signature in cursive script, reading "Crit Luallen".

Crit Luallen  
Auditor of Public Accounts

Enclosure





**REPORT OF THE AUDIT OF THE  
BOONE COUNTY  
SHERIFF'S SETTLEMENT - 2003 TAXES**

**March 31, 2004**





**EXECUTIVE SUMMARY**  
**AUDIT EXAMINATION OF THE**  
**BOONE COUNTY**  
**SHERIFF'S SETTLEMENT - 2003 TAXES**

**March 31, 2004**

Berger & Company, CPA, PSC has completed the audit of the Sheriff's Settlement - 2003 Taxes for Boone County Sheriff as of March 31, 2004. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

**Financial Condition:**

The Sheriff collected taxes of \$84,521,785 for the districts for 2003 taxes, retaining commissions of \$2,409,160 to operate the Sheriff's office. The Sheriff distributed taxes of \$81,656,471 to the districts for 2003 Taxes. Taxes of \$8,800 are due to the districts from the Sheriff and refunds of \$9,026 are due to the Sheriff from the taxing districts.

**Deposits:**

The Sheriff's deposits were insured and collateralized by bank securities or bonds.





## CONTENTS

PAGE

INDEPENDENT AUDITOR'S REPORT .....	1
SHERIFF'S SETTLEMENT - 2003 TAXES .....	3
NOTES TO FINANCIAL STATEMENT .....	5
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS .....	8





To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable Gary W. Moore, Boone County Judge/Executive  
Honorable Michael A. Helmig, Boone County Sheriff  
Members of the Boone County Fiscal Court

Independent Auditor's Report

We have audited the Boone County Sheriff's Settlement - 2003 Taxes as of March 31, 2004. This tax settlement is the responsibility of the Boone County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

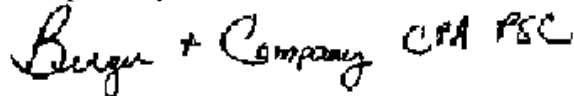
As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Boone County Sheriff's taxes charged, credited, and paid as of March 31, 2004, in conformity with the modified cash basis of accounting.

To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable Gary W. Moore, Boone County Judge/Executive  
Honorable Michael A. Helmig, Boone County Sheriff  
Members of the Boone County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated December 6, 2004, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

A handwritten signature in black ink that reads "Berger & Company CPA PSC". The signature is written in a cursive, flowing style.

Berger & Company, CPA, PSC

Audit fieldwork completed -  
December 6, 2004

BOONE COUNTY  
MICHAEL A. HELMIG, SHERIFF  
SHERIFF'S SETTLEMENT - 2003 TAXES

March 31, 2004

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 6,557,148	\$ 11,523,884	\$ 34,993,015	\$ 9,183,140
Tangible Personal Property	1,551,606	6,813,325	5,215,169	3,358,388
Intangible Personal Property				1,115,128
Increases Through Exonerations	59,830	100,362	304,986	93,074
Omitted Taxes	31,343	59,281	150,244	44,474
Franchise Corporation	2,245,142	4,530,638	7,831,995	
Additional Billings	58,267	127,187	240,442	65,729
Supplemental Bills	15,200	15,840	70,720	21,600
Limestone, Sand, and Mineral Reserves	926	2,016	4,307	1,296
Watercraft	14,207	29,315	45,682	
Penalties	35,944	66,877	163,859	47,456
Adjusted to Sheriff's Receipt	45	73	4	(273)
Gross Chargeable to Sheriff	<u>\$ 10,569,658</u>	<u>\$ 23,268,798</u>	<u>\$ 49,020,423</u>	<u>\$ 13,930,012</u>
<u>Credits</u>				
Exonerations	\$ 45,525	\$ 92,616	\$ 217,321	\$ 87,626
Discounts	135,948	311,746	675,972	235,613
Delinquents:				
Real Estate	81,378	160,001	444,643	113,929
Tangible Personal Property	7,003	74,247	16,942	14,295
Additional, Omitted, and Supplemental	36,839	61,531	171,216	52,249
Intangible Personal Property				3,773
Uncollected Franchise	<u>1,415,558</u>	<u>2,949,977</u>	<u>4,861,158</u>	
Total Credits	<u>\$ 1,722,251</u>	<u>\$ 3,650,118</u>	<u>\$ 6,387,252</u>	<u>\$ 507,485</u>
Taxes Collected	\$ 8,847,407	\$ 19,618,680	\$ 42,633,171	\$ 13,422,527
Less: Commissions *	<u>376,302</u>	<u>609,450</u>	<u>852,663</u>	<u>570,745</u>
Taxes Due	\$ 8,471,105	\$ 19,009,230	\$ 41,780,508	\$ 12,851,782
Taxes Paid	8,407,299	18,904,982	41,559,479	12,784,711
Refunds (Current and Prior Year)	<u>63,935</u>	<u>105,043</u>	<u>220,046</u>	<u>67,355</u>
Due Districts or (Refunds Due Sheriff)		**		
as of Completion of Fieldwork	<u>\$ (129)</u>	<u>\$ (795)</u>	<u>\$ 983</u>	<u>\$ (284)</u>

\* and \*\* See Next Page

The accompanying notes are an integral part of this financial statement.

BOONE COUNTY  
MICHAEL A. HELMIG, SHERIFF  
SHERIFF'S SETTLEMENT – 2003 TAXES  
March 31, 2004  
(Continued)

\* Commissions:

10% on	\$	10,000
4.25% on	\$	34,975,739
2% on	\$	42,633,171
1% on	\$	6,902,875

\*\* Special Taxing Districts:

Library District	\$	3,307
Health District		306
Extension District		614
Union Ambulance District		34
Walton Fire District		(265)
Hebron Fire District		3,182
Union Fire District		(47)
Burlington Fire District		(4)
Pt. Pleasant Fire District		(2,972)
Petersburg Fire District		33
Verona Fire District		342
Florence Fire District		(5,324)
Bellevue Fire District		(1)
		<hr/>
Due Districts or (Refunds Due Sheriff)	\$	<u>(795)</u>

BOONE COUNTY  
NOTES TO FINANCIAL STATEMENT

March 31, 2004

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of March 31, 2004, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

BOONE COUNTY  
NOTES TO FINANCIAL STATEMENT  
March 31, 2004  
(Continued)

Note 3. Tax Collection Period

Property Taxes

The real and personal property tax assessments were levied as of January 1, 2003. Property taxes were billed to finance governmental services for the year ended June 30, 2004. Liens are effective when the tax bills become delinquent. The collection period for these assessments was September 26, 2003 through March 31, 2004.

Note 4. Interest Income

The Boone County Sheriff earned \$15,131 as interest income on 2003 taxes. As of December 6, 2004, the Sheriff owes \$83 in interest to the Boone County school district, is due \$173 in interest from the graded school, and is due \$296 in interest to his fee account.

Note 5. Sheriff's 10% Add-On Fee

The Boone County Sheriff collected \$169,405 of 10% add-on fees allowed by KRS 134.430(3). This amount will be used to operate the Sheriff's office. As of December 6, 2004, the Sheriff owes \$70 in 10% add-on fees to his fee account.

Note 6. Advertising Costs And Fees

The Boone County Sheriff collected \$11,130 of advertising costs and advertising fees allowed by KRS 424.330(1) and KRS 134.440(2). Since the Sheriff pays for the advertising cost, he transferred the advertising cost to the fee account and the advertising fees will be used to operate the Sheriff's office.



REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS





The Honorable Gary W. Moore, Boone County Judge/Executive  
The Honorable Michael A. Helmig, Boone County Sheriff  
Members of the Boone County Fiscal Court

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the Boone County Sheriff's Settlement - 2003 Taxes as of March 31, 2004, and have issued our report thereon dated December 6, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Boone County Sheriff's Settlement - 2003 Taxes as of March 31, 2004 is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

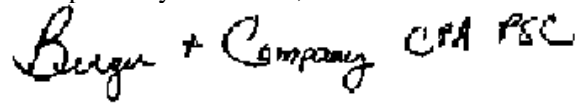
Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Boone County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

A handwritten signature in black ink that reads "Berger & Company CPA PSC". The signature is written in a cursive, flowing style.

Berger & Company, CPA, PSC

Audit fieldwork completed -  
December 6, 2004

